

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Safety and Training Manager	<b>Job Family:</b> II
<b>General Classification:</b> Management	<b>Job Grade:</b> 20

**Definition:** To coordinate and administer elements of the Public Services Department and Community Services Department safety, hazardous materials and emergency response programs in order to maintain safe working conditions for employees by adhering to State and/or Federal standards, regulations and procedures. May work with the public and consultants to provide professional direction and information on specific programs and projects.

**Distinguishing Characteristics:** May perform difficult and complex work, and often serves as the chief technical expert in safety matters.

**Supervision Received and Exercised:** Receives general direction from the Public Services Director.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provide or facilitate safety instruction and training to Public Services Department and Community Services Department personnel on mandated protocols and technical life safety issues, including, but not limited to, equipment guarding, lockout and tag, forklift driving, blood-borne pathogens, MSDS, chemical hazards, confined space, ergonomics, back injury prevention, proper use of tools and equipment, first aid and CPR.
2. Develop, administer and/or chair the City's MOC Safety Committee in accordance with State, Federal and City standards.
3. Assist managers and supervisors in the design of tailgate and safety training sessions and develop checklists, hazard report forms and other methods of simplifying and ensuring implementation of safety programs at all levels of the organization.
4. Conduct safety audits, facility and field inspections and provide training and guidance to the MOC City departments as needed.
5. Administer, update and maintain Federal, State and local mandated occupational safety and environmental compliance programs, including those related to the SB 198, "Occupational Injury and Illness Prevention Program," Cal-OSHA, hazard



communication, germicides and pesticides, and defensive driving, assuring all aspects of the programs are in compliance, including training and record keeping.

6. Monitor proposed legislation, regulations and rules to keep the Director informed of potential impacts.
7. Coordinate collection and analysis of data and reports necessary for meeting internal and State/Federal requirements.
8. Computerize and maintain mandated records related to employee health and safety programs, accidents, medical and training records, required permits and hazardous materials management plans.
9. Maintain up-to-date departmental emergency preparedness and emergency response plans.
10. Assist in preparing the safety budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; and administer the approved budget.
11. Participate in the City-wide Safety Committee and assist in the investigation of injuries and accidents.
12. Develop new related programs as needed.
13. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of safety rules, regulations and procedures; principles and practices of industrial hygiene; pertinent regulations and laws governing employee safety, hazardous materials, pesticide management and Workers Compensation with emphasis on public employee applications; principles and practices of policy development and implementation; and principles and practices of training.

Ability to: Interpret, simplify, communicate and implement applicable Federal/State regulatory standards; conduct safety audits and inspections of maintenance and park facilities and job sites; develop and conduct training programs; establish and maintain effective working relationships; communicate clearly and concisely, both orally and in writing; and operate computer systems and other related office equipment.



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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Education, training and work experience equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, environmental management, industrial hygiene, safety engineering or related field, and two years related work experience which has included training program monitoring and compliance or the administration of a safety program.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Certified Safety Professional certification desirable.

**Working Conditions:** Preemployment and periodic respiratory exams may be required for this classification.

Established May 5, 1993

Revised August 25, 1995

CLASS SPECS

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